Headquarters U.S. Air Force

Integrity - Service - Excellen ce

Disruptive Thinking Workshop: Civilian Hiring

2011 MHS Conference AFMS Breakout 27 Jan 2011



Col Roosevelt Allen Director, AFMS Recruiting/Sustainment Division (SG1D)



Disruptive Thinking Working Group Breakout

U.S. AIR FORCE

- Date: 18-19 Oct 10
- Facilitator: Col Allen
- Faculty: Lt Col Langer, Maj Gines, Maj Ramirez
- Target Audience: Key AFMS personnel/experts familiar with policy, hiring and classification processes at AFPC, installation and, MTF



- Members:
 - AF/SG1C
 - AFMA/MAHL
 - AFMOA/SGAR
 - AFMSA Representative
 - AFPC/DP
 - HQ AF/SG8
 - HQ AFMC/A1K
 - OO-ALC/DP (AFMC)
 - CONUS RMO Representatives
 - CONUS Civilian Personnel Office Representatives
 - OCONUS Civilian Personnel Office Representatives
 - OCONUS RMO Representatives

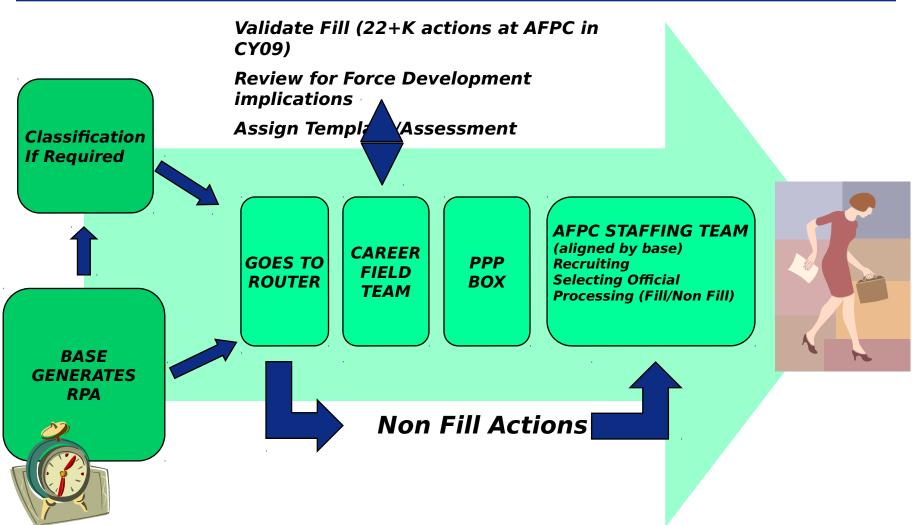


Disruptive Thinking Working Group Breakout Session

- Key Questions/Issues To Be Addressed:
 - Identify reasons for delays and variations in classification process
 - Identify causes for delays in MTF civilian hiring process
 - Examine areas where inefficiencies can be improved
- Deliverables:
 - Summary of discussion
 - Potential solutions with OPRs
 - Top Recommendations
- Quadruple Aim Alignment:
 - Better Care
 - Best Value Integrity - Service - Excellence



Hiring Process Overview - Fill Actions





Average Fill Days Medical Career

Fields

- Management...6 days
- CPF...19 days
- Classification... 50 days
- Final REF...35 days
- Selection...27 days
- ■EOD...42 days

On average 179 days



Delays In Classification

Root Causes

- Competing interests (GSC, Joint Basing, NSPS transition, high turnover)
- Disagreement in grade determination between management and CPF/AFMA
- Inexperienced classification staff (AF wide)
- CPF/AFMA will not start classification process until funded position appears on UMD
- Outdated classification standards
- Local managers desire unique job description



Delays In Staffing

Root Causes

- CPF will not initiate recruitment until incumbent has departed
- Non-standard engagement approach by MTF's civilian liaisons with CPF/AFPC
- Lack of quality candidates, requiring re-advertisement of position vacancies
- Clearance of PPP matches is time-consuming when <2% are hired</p>
- MTF selection timeliness
- Incentive approval package delays
- Underutilization of available incentive dollars
- Unrealistic Enter on Duty date expectations



Top Recommendations

- Establish visibility/tracking of entire hiring process by MAJCOM (will foster ownership by selecting officials)
- Encourage collaboration of CPF staff and MTF management officials (Commander's Calls, formal briefings, etc.)
- MTF identify and ensure appropriate tracking of priority fills
- Implement robust communication/marketing strategy of available classification and staffing tools to MTF managers
- Exploit available Standard Core Personnel Document (SCPD)/ Standard Position Description (SPD) and expand the SCPD/SDP library
- Formalize, ştapdardizedetraining efxcişilian, liaisons



AF/SG's Vector

Solutions

- Maximize use of SCPDs/SPDs via SG policy letter
- Establish blanket incentive pay package templates for MTF use
- Delegation of incentive package approval from IC to MTF/CC
- Implement quarterly webinars to educate civilian liaisons on available hiring tools
- Establish a metric that requires selecting official to make a hiring decision within 15 days of receiving certificate



AF/SG's Vector

Execution Strategy

- Mandate use of standardized position description as "first option" in hiring process for covered billets; exceptions require AF/SG1 approval (Implement via AF/SG Policy Memo Proj: Feb 2011) Impacts Classification timeliness
- Develop "standard" language (approved by AFPC/DPI and SG1) for MTF use in expediting the civilian pay incentive packages to the Installation/CC for approval (EDC: 2nd Qtr FY11) Impacts EOD timeliness
- Obtain AF/A1P support to re-delegate civil service incentive pay approval authority to MDG/CC (EDC: 30 Apr 11) Impacts EOD timeliness
- SG1C develop core competency training materials for deployment via quarterly webinars starting Apr 2011 Impacts Management & EOD timeliness
- Implement "hiring decision" metric: 15 "work days" [Date certified list of eligibles received from AFPG to date selection is documented telectronically eform a release to AFPG (Implement



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